

**MINUTES OF THE MEETING OF SOUTH STOKE PARISH COUNCIL**

**South Stoke Village Hall 19:30 Monday 21<sup>st</sup> January 2019**

**Members Present:**

Chairman Bryan Urbick (BU)  
Vice Chairman Roy McMillan (RM)  
Members Diana Hathaway (DH)  
Phil Wortley (PW)  
Andrew Scrivener (AS)

**Officers Present:**

Clerk Laura White (LW)

**Public and Press:**

Pat Melia (PM), David Kennedy (DK), Maurice Scarratt (MS), Jenny Mansfield (JM), Margaret Lane (ML), Ian Haslam (IH), Janice and Michael Connors (JMC)

**PC.19.01.1 Apologies for absence.**

None

**PC.19.01.2 Declaration of Interests by Councillors on any items on the Agenda.**

None

**PC.19.01.3 Public Forum - an opportunity for members of the public to express their point of view on any item on the agenda. With the Chairman's permission, a member of the public may express their point of view on specific items of business. Ten minutes are reserved for this.**

ML: Asked for more details regarding 9m Covenant on the Recreation Ground, and its potential removal.

**Resolved:** BU to update ML separate to the meeting, agreed 22<sup>nd</sup> January 2019.

**PC.19.01.4 To approve minutes of the meeting of 17<sup>th</sup> December 2018.**

**Resolved:** To Approve, Unanimous

**PC.19.01.5 Chairman's announcements.**

None

**PC.19.01.6 Planning Applications – to discuss and agree Council's response to the following:**

**PC.19.01.6.1 P18/S4133/FUL- South Stoke Community Shop Ltd Cross Keys Road South Stoke RG8 0JT**

**Proposal:** The extension of the current permission which expires on 12<sup>th</sup> March 2019 by three years to 12<sup>th</sup> March 2022. the A1 shop, A3 cafe and ancillary storage and toilet will continue as detailed in permission P11/W1821/DIS

**Resolved:** No Objections, as per the letter given to the board. SSPC Fully Supports, because of the community benefit.

**PC.19.01.6.2 P18/S4145/HH – Fifield Cottage Ferry Road South Stoke RG8 0JL**

**Proposal:** Provision of a garden room in the rear garden, (retrospective) alteration to roof above stairs, and provision of balcony to bedroom on flat roof area above kitchen.



For this property the original Planning Application was previously objected to due to size, height and neighbourly issues (cars, 1<sup>st</sup> floor balcony close to the boundary), as a result the house was approved subject to significant amendment, including the balcony being removed.

The builder has built it not to the plans, and there is an enforcement application. The builder has built to the original drawings with the balcony and is now asking for retrospective planning and included a number of other items.

JMC: no prime objection to the garden room, no objection to the window over the stairwell. Strong Objection to the balcony. There has been a freedom of information request to planning regarding this, and the council deemed it un-neighbourly. Main concern is noise. Fundamentally still objecting to this feature on the same grounds as before. The other neighbors are also concerned. The balcony is very wide, and so even though there is a screen, you can still see in to the Hargraves garden, and see in to the rooms. The Hargraves are more impacted, but JMC were at the meeting to ask for the planning application to be rejected, and a requirement for the house to be returned to the plans which were originally approved.

AS reiterated a process has already been followed to get to a manageable building, and they have built the design anyway. AS saw no reason to not object in the strongest terms and request returning to the consented plan. It is a big balcony and we should reject.

DH was not on the council when the planning was approved, but felt they should go back to the plans which were approved. Felt the garden room is too much and too big, and asked how far down the garden does it go, and have flood risks been assessed? AS also concerned the owners may try to turn the garden room in to an annex in time.

PW objected to the balcony, the garden room,

RM: Would support any objections, and certainly for the balcony.

BU was concerned that if we do not go back to the history of the previous issues, and with being on the 3<sup>rd</sup> planning officer, the current planning officer needed to ensure they understand the all of the issues.

AS: Commented it was now a householder application, and therefore would be an invalid application, unless Mr J Hancock plans to actually move in. Going on to say,

this is a contentious application, which was worked on extensively to resolve the unneighbourly issues, and the SSPC need to stand firm when someone blatantly does something they should not be doing.

**Resolved:** Object to Planning Being Granted – Unanimous, content of comment to include but not limited to:

Garden room, not to be used as an annex,  
Balcony to be dismantled and roof to be returned to the approved application.  
Discussion on the content of the Enforcement application at the moment.  
Add extra notes regarding items in contravention of the PP, and confirm the progress on each one. Ensure previous planning applications are referenced.  
Question on validity of Application being as a Householder.

LW to draft and AS to review prior to submission on the 22<sup>nd</sup> January. BU to contact the planning officer directly.

[JMC – LEFT THE MEETING]

**PC.19.01.7 To review status of CIL demands**

NONE

**PC.19.01.8 To receive reports from the representative of Oxfordshire County Council and South Oxfordshire District Council.**

**PC.19.01. Planning Report**

Received

**PC.19.01.9 Community Building Committee – to receive update.**

**To receive approved minutes of meeting 3<sup>rd</sup> December 2018.**

DK: DK and MS have commenced their £850k work, including the 9m covenant.

The Report by Paul Devine on the current state of the current Village Hall, is owned by the Amenities Charity, and they will be deciding at their next meeting re: way forward regarding whether to commission work on the current building, or whether to continue with a new building. Plans.

Once the decision is made, the report, plan and decision will be made public.

In the meantime the current Village Hall MUST limited to 60 people and an asbestos report must be done.

DK and MS will now progress their work on the £850k building.

**Resolved:** Minutes, Received, Unanimous.



**PC.19.01.10 Housing Development Project Working Group – to receive an update on activities**

RM: Since the last conversation with Rectory homes 13<sup>th</sup> Dec 2018, there has been no communication in either direction. There is an agreed Housing Needs Questionnaire, to be delivered the 1<sup>st</sup> weekend of February 2019, and collected the following two weekends, sealed, and delivered directly to SODC for analysis. Results to be returned in March 2019.

Comments regarding the draft Housing Needs Survey to RM, noon 22<sup>nd</sup> January 2019.

**PC.19.01.11 Amenities Charity – to receive an update on activities.**

PW, not in attendance last Amenities Charity Meeting.

[DK & MS LEFT MEETING]

RM provided feedback: Regarding the village hall survey, the AC has reviewed the verbal feedback in advance of the official report. Decision will be made at the next meeting.

Various smaller things were also discussed in the AC meeting, including hall booking system. Agreed to increasing some of the charges, for the use of the current village hall. Discussed keys for the door, plan to produce a register of those who have keys and plans to put locks on the overhead projector / sounds system and cooker. Agreed to replace the taps with push taps so they cannot be left on. Plan to complete another ferret hunt for the Rabbits. Plan to get 3 quotes for the cutting of the grass.

**PC.19.01.12 Finance**

**PC.19.01.12.1 To approve the payment report and note receipts for December 2018**

**Resolved:** Payment report: Approved, Unanimous  
Receipts: Received.

**PC.19.01.12.2 To note the reconciled bank account and reserves balances as at 03 January 2019.**

**Resolved:** Noted, unanimous.

**PC.19.01.13 The Cross Keys Road Phone Box**

**PC.19.01.13.1 To consider the contract for the transfer of ownership of the Cross Keys Road Phone Box to SSPC from BT, and approve the budget of £1 for the purchase, and if agreed sign to complete the purchase.**

**Resolved:** Agreed, Unanimous

**PC.19.01.13.2 To Consider the letter to the sellers of the phone box, to seek permission to connect a defibrillator to the unmetered electricity supply, continue the use of**

the light already installed and install a timer to said light to allow for periods of darkness. To sign and deliver with the contract if agreed.

**Resolved:** Agreed, Unanimous.

**PC.19.01.14** To receive report on the South Oxfordshire Local Plan 2034 briefing held on 3<sup>rd</sup> January 2019 and agree actions arising.

Received.

**Resolved:** Unanimous to not submit a response to the plan from SSPC.

**PC.19.01.15** To approve the increased budget and approve payment of the costs associated with moving the SSPC website from the “Wordpress Hosting Plan” to the “Standard Shared Hosting Plan”, at a cost of £111.80.

The previous plan, we have to pay for the fixes to be made to the site. On the new plan we have access to fix the problems ourselves, with BU doing the additional work.

**Resolved:** Approved Unanimous.

**PC.19.01.16** To Approve the Risk Assessment Document

PW gave narrative on how the Risk Assessment was drafted. Financial items have been removed as that is in a separate document. Despite is getting approved, risks assessments are living documents. PW to maintain going forwards.

BU: to find out details of the Charity which surveys the trees for Goring.

To add details of which trees are the responsibility of SSPC, and the table for the scoring of the risk assessment.

**Resolved:** Decision made to amend and approve in March Meeting.

**PC.19.01.17** Oxfordshire County Council Town & Parish Council meeting held, 17<sup>th</sup> January 2019, Sonning Common Village Hall, to receive points of interest from RM, attendee.

Nothing particularly significant to report. “Fix My Street “facility is to be updated. RM to apply to be a super user.

**PC.19.01.18** To review progress on actions from previous Parish Council meetings and agree any revision of actions on the action list.

See Action List

**PC.19.01.19** To receive items of correspondence and agree actions arising

**PC.19.01.19.1** Correspondence from Sonning Common Parish Council regarding the South Oxfordshire Local Plan 2034

**Resolved:** Received. No Actions.



**PC.19.01.20 Matters for future discussion.**

None

**PC.19.01.21 Confidential Business – To consider and, if thought fit, approve the following motion: In view of the confidential nature of the business about to transacted, it is advisable in the public interest that the public and press be temporarily excluded, and they are instructed to withdraw.**

**Resolved:** Approved, Unanimous.

**PC.19.01.22 To approve the response to Diocese regarding Memorandum of Agreement and results of the Open Weekend feedback.**

**Resolved:** Updated Draft of Memorandum of Agreement to be circulated and comments to be provided by close of play 31<sup>st</sup> January 2019.

**PC.19.01.23 To confirm the date and time of the next Meeting.**

Monday 18<sup>th</sup> February 2019, 19:30, South Stoke Village Hall.

Chairman Closed the meeting at 21:52

**Abbreviations (where used):**

<b>AC</b>	Amenities Charity (South Stoke Village Hall and Recreation Ground Charity)
<b>AONB</b>	Area of Outstanding Natural Beauty
<b>CBC</b>	Community Building Committee
<b>ChCh</b>	Christ Church
<b>CIL</b>	Community Infrastructure Levy
<b>NWR</b>	Network Rail
<b>OCC</b>	Oxfordshire County Council
<b>PCSO</b>	Police Community Support Officer
<b>SODC</b>	South Oxfordshire District Council
<b>SSPC</b>	South Stoke Parish Council



Minute	Item	Action/Progress	Action By	Complete/ review date	Status
	<b>Housing Development Project Working Group</b>	<p><b>Standing Agenda Item</b></p> <p>29/10/18 To ascertain when the grant monies for the Village Hall / Shop comes in relative to the housing development approval / construction.</p> <p>Open Weekend consultation ongoing - open until 01.12.2018 (see Minute 11/18.10.1)</p> <p>17/12/18 See Minutes</p> <p><b>21/01/19 See Minutes</b></p>			Open
	<b>Network Rail &amp; Electrification Infrastructure</b>	<p>The line between Didcot and Reading is now electrified. Gantry consultation: [previous completed actions deleted]</p> <p>20/8/18 Meeting to be confirmed soon</p> <p>1/10/18 see minute 18/156</p> <p>19/11/18 Ongoing</p> <p>17/12/18 ongoing, hope update Q1 2019</p> <p><b>21/01/19 ongoing</b></p>			Open
17/599	<b>Dovecot Manor Farm</b>	<p>Repairs to Dovecot [previous completed actions deleted]</p> <p>29/10/18 RM to progress with Historic England</p> <p>19/11/18</p> <p>RM Chased again, and no response, to continue</p> <p>17/12/18 ongoing</p> <p><b>21/01/19 Historic England were meant to call today but they did not.</b></p>	Historic England RM	Feb 2019	Open
17/596	<b>Footpaths</b>	<p><b>Evidence Gathering for designated footpaths</b> [previous completed actions deleted]</p> <p>21/5/18 RM still collating information</p> <p>17/12/18 ongoing</p> <p><b>21/01/19 The information has all been collated, RM to go ahead, in the next week.</b></p>	RM	Feb 2019	Open



Minute	Item	Action/Progress	Action By	Complete/ review date	Status
17/624	<b>The Park</b>	<p><b>Meeting with the School to discuss options for the Park.</b> [previous completed actions deleted]</p> <p>26/4/18 Defer tennis courts due to JV resignation. GD to progress school use potential 21/5/18 ongoing 1/10/18 RM had met with the Head Teacher in July, and the School had responded with the identification of a suggested area – for next agenda to consider in detail. In the meantime PW to discuss further with the school. 29/10/18 see 18/189 19/11/18 Request from school document of their request, and agree a heads of terms. 17/12/18 ongoing</p> <p><b>21/01/19 Ongoing</b></p>	PW	Feb 2019	Open
18/50	<b>Provision of posts at The Slipway</b>	<p>(Previous Comments Deleted) 29/10/18 Three quotes required for more than Ongoing 19/11/18 Still awaiting final quote. 17/12/18 RM to take over from GD</p> <p><b>21/01/19 Agenda Item for February SSPC Meeting, to discuss the 3 quotes received and the option of ditch and mound rather than posts.</b></p>	RM	Feb 2019	Open
18/120	<b>Slipway</b>	<p><b>Application for Title to the Slipway</b> (Previous Comments Deleted) 17/12/18 Ongoing, also CB &amp; RM to investigate leaning trees &amp; report to OCC</p> <p><b>21/01/19: BU: to follow up, Legal. Need to get a quote for the costs.</b> <b>RM: Photos taken and submitted of the trees, awaiting response.</b></p>	BU RM	Feb 2019 Feb 2019	Open
18/122	<b>School</b>	<p><b>Letter regarding Events</b> (Previous Comments Deleted) <b>21/01/19: Ongoing</b></p>	BU	Feb 2019	Open





Minute	Item	Action/Progress	Action By	Complete/ review date	Status
18/135	<b>Ditch Ferry Road</b>	<p><b>Maintenance responsibility</b> (Previous Comments Deleted) 19/11/18 RM emailed today to ask about progress, to chase in a week. 17/12/18 Ongoing</p> <p><b>21/01/19: Council now to install a pipe, rather than fix the ditch, probably to be completed in March 2019.</b></p>	RM	Mar 2019	Open
18/136	<b>Housing Needs Survey</b>	<p>(Previous Comments Deleted) 17/12/18 Note to be added to the newsletter (RM) to ask people to apply to the housing register for affordable homes, if applicable. RM to launch the housing needs survey</p> <p><b>21/01/19: See Minutes.</b></p>	RM	Feb 2019	Open
18/139	<b>Bank Signatory</b>	<p>(previous Comments Deleted) 17/12/2018 LW: to chase TSB.</p> <p><b>21/01/19: LW to submit the signatory forms.</b></p>	LW	Feb 2019	Open
18/143	<b>WW1 Tree</b>	<p>(Previous Comments Deleted) 19/11/18 We have been given 2 very small saplings and a small plaque. DH to contact the Church regarding a place to plant trees, DH to look after the saplings. 17/12/18 The saplings are thriving in DH green house and will continue over the winter until an appropriate time to plant them.</p> <p><b>21/01/19: To Review in 2020 when the saplings are more mature.</b></p>	DH	May 2020	Open
18/167	<b>Community Shop</b>	<p>RM to register shop as a Community Asset after discussing with the Shop 29/10/18 RM has spoken with Geoff Ward, to be considered at the next Shop Board meeting on 13<sup>th</sup> November. 19/11/18 The matter was not raised at the Shop's Board meeting on the 13th. DK</p>	RM	Jan 2019	<b>CLOSED</b>



Minute	Item	Action/Progress	Action By	Complete/ review date	Status
		<p>undertook to raise at their next Board meeting. 17/12/18 Ongoing</p> <p><b>21/01/19 The Shop has submitted an application. SODC refused, shop to submit an appeal.</b> <b>CLOSED – Shop actioning the registration.</b></p>			
18/168	<b>Reseeding Spoil</b>	<p>PW to ask the AC if they would help with seeding the spoil following ditch digging. 29/10/18 To be completed by the School PA. 19/11/18 PW to complete when there is an appropriate weather window. 17/12/18 Waiting for a weather window.</p> <p><b>21/01/19: Ongoing.</b></p>	PW	April 2019	Open
18/169	<b>Steps into The Glebe Field</b>	<p>PW to ask the AC if they would consider as part of a working party. 19/11/18 Ongoing 17/12/18 DH to speak with Martin.</p> <p><b>21/01/19: Waiting for the purchase of the phone box.</b></p>	DH	May 2019	Open
18/170	<b>Phone box</b>	<p>(Previous Comments Deleted) 17/12/18 to pursue defibrillator installation through London Hearts Charity, and painting of the Phone box.</p> <p><b>21/01/19: Waiting for the purchase of the phone box.</b></p>	LW DH	May 2019	Open
18/172	<b>Risk Assessment</b>	<p>PW to produce revised Risk Assessment based on current draft and Woodcote PC version. (Other Comments Deleted)</p> <p>17/12/2018 Meeting to be held 2<sup>nd</sup> Jan 2019</p> <p><b>21/01/19 CLOSED draft completed, amendments to be made prior to approval.</b></p>	PW	Jan 2019	<b>CLOSED</b>



18/173	<b>Infrastructure</b>	19/11/18 LW and Pat Melia to discuss issues and way forward / plan. 17/12/2018 Ongoing, to be discussed Early 2019  <b>21/01/19: Looking at Lighting on the Railway Bridges, Inspection of the current footpaths by South and Vale.</b>	LW PM	Mar 2019	Open
18/174	<b>Website Accessibility</b>	19/11/18 To review the website WRT accessibility and compliance with the forthcoming legislation. 17/12/2018 Ongoing  <b>21/01/19: Ongoing</b>	BU, LW	Mar 2019	Open
18/175	<b>Speeding Sign</b>	19/11/18 BU: Inform Highways, RM: discuss with Police, BU to apply for grant from District. 17/12/18, awaiting award of grant, early 2019.  <b>21/01/19: Ongoing.</b>	BU	Mar 2019	Open